



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR FORCE PERSONNEL CENTER  
JOINT BASE SAN ANTONIO-RANDOLPH TEXAS

13-Dec-2013  
PSDM 13-123

MEMORANDUM FOR ALL FSS/CCs and MPS PERSONNEL

FROM: AF/DPE  
1040 Air Force Pentagon, 4D1063A  
Washington, DC 20330-1040

SUBJECT: (FOUO) FY14 Chief Master Sergeant Retention Program

*This Personnel Services Delivery Memorandum (PSDM) applies to Regular Enlisted Personnel Serving on Active Duty.* This PSDM is not applicable to the Air National Guard or the Air Force Reserve.

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Vigilance must be taken to protect Personally Identifying Information (PII) when submitting or sending nominations, applications or other documents to DoD agencies through government internet, software applications, systems, e-mail, postal, faxing or scanning.

The guidance as outlined in this PSDM is authorized by the order of the Secretary of the Air Force. The Air Force (AF) is committed to retain only the best performers while achieving fiscal year end strengths. This program was developed to be enduring and do just that. We will continue to take care of our Airmen and families; but our Airmen need to perform to serve.

This PSDM provides provisions under a 2-Phase Process for Chief Master Sergeants (CMSgts) in non-critical specialties to request voluntary retirement in lieu of meeting the Retention Board and allows for Limited Active Duty Service Commitment (LADSC) waivers. The FY14 CMSgt Retention board is scheduled to convene **10 – 13 Jun 14** to select CMSgts for retention on active duty. Those CMSgts not selected for retention will have their High Year Tenure (HYT) and Date of Separation (DOS)/Expiration of Term of Service (ETS) adjusted to **31 Oct 14**, and will be required to apply for a retirement date not later than **1 Nov 14**. The attachments to this PSDM contain specific eligibility criteria, application procedures, and board process for the above mentioned programs.

The FSS/MPS action office for this memorandum is Career Development. Please provide a copy of this PSDM to Commanders, First Sergeants and Career Assistance Advisors, Military Personnel Section Career Enhancement elements and Airman & Family Readiness Centers.

Retirement applicants in the affected Air Force Specialty Codes (AFSCs) who meet basic eligibility criteria and who apply for release under this program are not guaranteed approval. While certain Active Duty Service Commitments (ADSCs) may be considered for full or partial waiver, there is no guarantee the ADSC will be waived. Air Force manning and mission requirements will be considered when evaluating applications for approval or disapproval. Based on AF needs, AFSCs may be removed from eligibility with little or no notice.

Applicants should not enter into any irrevocable commitments until they receive approval of their request. Airmen should not begin outside employment, relocate families, etc., based on an assumption their application will be approved. Based on AF needs, the AF may terminate this program, as a whole or in part, with little or no notice.

Airmen ineligible to apply under this program have the option to apply for retirement IAW AFI 36-3203, *Service Retirements*. All provisions of the instructions must be followed, to include providing written justification when required.

Questions should be addressed to the Chiefs' Group at DSN: 671-3309 or Comm: (703) 571-3309 or e-mail: [usaf.pentagon.af-a1.mbx.af-dpe-workflow@mail.mil](mailto:usaf.pentagon.af-a1.mbx.af-dpe-workflow@mail.mil)

//SIGNED-HLH,13-Dec-2013//  
HAROLD L. HUTCHISON, CMSgt, USAF  
Chief, Chiefs' Group

6 Attachments:

1. Phase I - FY14 Chief Master Sergeant Voluntary Retirement
2. Phase II –FY14 Chief Master Sergeant Retention Board Process
3. Retirement Application Procedures and General Guidance
4. Statement of Understanding
5. Chief Master Sergeant Force Management Timeline
6. FY14 Targeted Chief Master Sergeant Losses

## **ATTACHMENT 1**

### **PHASE 1 – VOLUNTARY**

#### **FY14 CHIEF MASTER SERGEANT VOLUNTARY RETIREMENT**

The voluntary retirement phase identifies targeted AFSCs and the number of CMSgts needed to retire in order to meet the congressionally mandated end strength. During this phase, CMSgts will be authorized to apply for retirement with an Active Duty Service Commitment (ADSC) if they meet the following eligibility criteria:

- a.) Retirement Eligible (over 20 years TAFMS)
- b.) Serving in AFSC listed in this PSDM (Attachment 6)

Please note, those CMSgts in target AFSCs and those with quality force indicators will take precedence during the approval process.

Retirement applications will be accepted for Phase I; *effective immediately – 15 Mar 2014*. CMSgts who voluntarily elect to retire under this program will have a retirement date **NLT 1 Jan 2015**. CMSgts should not make personal or financial commitments based on their assumption the AF will approve their application for retirement under this program. Retirement applications must be submitted using the on-line web-based application located on vMPF. AF/DPE will begin processing all applications for approval/disapproval effective **16 Mar - 4 Apr 2014**.

No commander, supervisor, agency, unit or organization is authorized to delay, divert or disapprove applications under this program. AF/DPE will serve as the final approval or disapproval authority for eligible CMSgts. MAJCOM coordination on ADSC waiver(s) is not required under this program for CMSgt retirements. The AF will approve/disapprove applications based upon the sustainment needs for each AFSC.

After the volunteer window closes if targeted reductions have not been met, the AF will enter into Phase II, Retention Board.

#### **Exclusions:**

CMSgts meeting one or more of the conditions below are ineligible to apply for voluntary retirement (if action is resolved prior to phase II, the CMSgt could become eligible to meet the board):

- a. Under investigation, under civil charges, pending disciplinary action or pending involuntary discharge.
- b. Under appellate review.

c. Pending action under the disability evaluation system under AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*. Airmen subsequently returned to duty may apply if otherwise eligible.

d. Notified of selection for a 365-day extended deployment and electing to exercise the 3-day option, or CMSgts tasked for a 365-day extended deployment, AEF deployment, or TDY for training in preparation for a 365-day extended deployment or AEF deployment prior to release of this PSDM. **EXCEPTION:** CMSgts may apply if they meet the criteria as outlined in "Guidelines for Personnel Deployed/TDY from their Home Station" below.

e. CMSgts under assignment consideration, or notified of selection for assignment electing to exercise the 7-day option.

f. Is projected for retirement.

**Guidelines for Personnel Assigned to Overseas Short Tour Locations:**

Eligible CMSgts currently assigned to short tour locations can apply if they meet the following conditions:

a. CMSgts Date Eligible to Return from Overseas (DEROS) month must be **31 Dec 14 or earlier to request retirement.**

b. Eligible personnel may apply for a LADSC waiver and a retirement effective date on the first day of the month following their DEROS month, but no later than **31 Dec 14.**

c. Curtailment of overseas short tours will not be considered under this program.

**Guidelines for Personnel Assigned to Overseas Long Tour Locations:**

CMSgts assigned to overseas long tour locations are eligible to apply for a waiver of their PCS ADSC as long as they meet all other eligibility criteria.

**Guidelines for Deployed/Pre-Deployment Training TDY(s) from their Home Station:**

Deployed CMSgts are eligible to apply for retirement under this program. However, deployment dates will not be adjusted to accommodate a retirement date under this program. Additionally, requested dates may not be extended beyond **1 Jan 15** for retirement to accommodate deployment return dates or terminal leave.

CMSgts will submit applications via vMPF directly to their home station commander.

**Waiverable ADSCs/Service Commitments and Recoupment Obligation:**

All ADSC waivers for Permanent Change of Station (PCS) (Note: Short tour locations are excluded), Post 9/11 GI Bill Transfer to Dependents, Retention Bonus and Promotion will be considered on case by case basis and approved by AF/DPE.

**Impact on Montgomery GI Bill and Post-9/11 GI Bill Benefits:**

CMSgts who elect to voluntarily retire in lieu of meeting the Retention Board without completing their Post-9/11 GI Bill Active Duty Service Commitment may forfeit the transferred benefit. Furthermore, any benefits already used by dependents may be treated as an overpayment and subject to recoupment by the Department of Veterans Affairs (DVA). For questions regarding GI Bill benefits, contact the TFSC at DSN 665-5000 or commercial 1-800-525-0102.

## **ATTACHMENT 2**

### **PHASE II – INVOLUNTARY**

#### **FY14 CHIEF MASTER SERGEANT RETENTION BOARD**

The Retention Board identifies CMSgts in target AFSCs for retention. The board is comprised of 3 General Officers, CMSAF and 4 MAJCOM/COCOM Command Chiefs. The board is scheduled to convene **10 – 13 Jun 2014**.

During this phase, CMSgts will meet the board, provided they meet the following eligibility requirements:

- a.) Retirement Eligible (over 20 years TAFMS)
- b.) Serving in AFSC listed in this PSDM (Attachment 6)
- c.) Served at least 1 year Time In Grade (TIG) as of 1 Dec 2013

CMSgts identified at the bottom of the order of merit will have their HYT/DOS/ETS adjusted to **31 Oct 14**. Those CMSgts must apply for a retirement date of NLT **1 Nov 14**. CMSgts not retained by the retention board must apply for retirement as soon as notification is received to allow for maximum transition time.

**Notification:** Once AF/DPE has determined the final list of CMSgts who will meet the board an email notification will be sent to the CMSgt and their respective Senior Raters NLT **18 Apr 14**.

**AFSCs:** The AF may add/remove AFSCs for consideration with little or no notice when the force sustainment levels within a particular specialty change or to manage quality force actions.

#### **Waiverable ADSCs/Service Commitments and Recoupment Obligation:**

All ADSC waivers for Permanent Change of Station (PCS), Post 9/11 GI Bill Transfer to Dependents, Retention Bonus and Promotion will be considered.

#### **Impact on Montgomery GI Bill and Post-9/11 GI Bill Benefits:**

For CMSgts that otherwise meet Department of Veterans Affairs Montgomery GI Bill or Post-9/11 GI Bill eligibility requirements, who are subsequently selected for involuntary separation, will not have their benefits impacted. For questions regarding GI Bill benefits, contact the TFSC at DSN 665-5000 or commercial 1-800-525-0102.

#### **Guidelines for Deployed/Pre-Deployment Training TDY(s) from their Home Station:**

Deployed CMSgts are eligible to meet the board. However, if selected by the board, the CMSgts HYT will be adjusted to reflect 30 days beyond their original deployment return date. Adjustments beyond 30 days of return for the purpose of terminal leave will not be granted.

**Transition Assistance Program (TAP):** Board-eligible CMSgts are required to participate in Transition Assistance Program (TAP) offered at their local Airman and Family Readiness Center (A&FRC). TAP includes congressionally mandated pre-separation counseling, a required five day TAP workshop, Veterans Benefit briefings which include details on disability, one-on-one assistance to develop an Individual Transition Plan (ITP), and a Capstone which requires commander concurrence that the member has met all Career Readiness Standards (CRS). Other related services include employment resources, financial planning/management, spouse employment assistance, relocation assistance and general information and referral.

**Blanket Exception to Policy (ETP), Permissive TDY (PTDY) outside the 180-day Window, Transition Assistance Program and Executive Transition Assistance Program (TAP and ETAP):** Normally, CMSgts who want PTDY to attend a TAP or ETAP seminar outside the 180- day window specified by AFI 36-3003, Table 7, Rule 12, must obtain an ETP from AF/A1P. Force Management programs have dynamic timelines and not all TAP or ETAP seminars are locally available within the 180-day timeline. As such, AF/A1P approved a blanket ETP for individuals impacted by FY14 Force Management Programs, which authorized commanders at locations that do not offer TAP or ETAP within the normal 180-day limit to approve PTDY for individuals involuntarily or voluntarily separated under FY14 Force Management Programs. CMSgts using this ETP are limited to a one-time use of PTDY for TAP or ETAP outside the local area unless AF/A1P approves a separate request on a case-by-case basis through the normal ETP approval channels.

**Data Verification Review:**

During the Board, the board members will review a brief that contains information from the member's personnel record from the Military Personnel Data System (MilPDS). Personal data items, like race, marital status, ethnic origin, sex, number of dependents, age, religious preference, and sexual orientation **will not** be included in the brief used by the Board.

CMSgts should access the virtual MPF and review their records for accuracy. If errors are noted, they should contact their MPS for assistance in correcting data.

**To access your records:**

- a. Log into the virtual MPF
- b. Select the "Record Review/Update" link under "Most Popular Applications" (found on the left side of page)
- c. Click on the "View/Print All Pages" link
- d. Review your record accuracy
- e. Contact the MPS for assistance in correcting any erroneous data

The importance of your personal involvement for retention consideration cannot be overemphasized. Contact your MPS immediately if you find incorrect or missing data. In the event data is incorrect and you later request supplemental retention consideration, you will be required to provide evidence you made timely and exhaustive efforts to correct the data prior to the Board convening. You must also demonstrate follow-up actions after each corrective effort to validate the updated data prior to the date the board convenes.

**Board Review:**

In addition to the data contained in MilPDS, review your EPRs and decorations in PRDA (Personnel Records Display Application) to ensure accuracy and completeness. The Board will review the following items from your record:

- a) All EPRS closing out within the last 10 years.
- b) Citations for all decorations closing out prior to the board convening.
- c) Article 15 information
- d) Record of Court-Martial
- e) AF Form 77, Letter of Evaluation, for breaks in service, EPR appeals, administrative corrections, etc, if the inclusive dates are prior to the board convening.
- f) Retention Board Brief
- g) Senior Rater Recommendation

**FSS/MPS CMSgt Notification Instructions:**

FSS/MPS will receive official notification of all CMSgts meeting the **Jun 14** board no later than **18 Apr 14**.

Upon receipt, FSS/MPS will make notifications to each senior rater. Each senior rater should be advised to contact the CMSgts individually and discuss meeting the board and the possibility of HYT acceleration to **31 Oct 2014** if board concurs with retirement.

**Senior Rater:**

An e-mail will be sent directly to senior raters outlining responsibilities and expectations as they relate to this board. A list of eligible will be provided to senior raters via the Senior Leader Career Management System (SLCMS). **Senior raters for eligible CMSgts being considered are determined by place of assignment as of this PSDM's effective date.**

The senior rater should review their eligible CMSgts via SLCMS and meet individually with each CMSgt.

Upon receipt and discussion with each eligible CMSgt, the senior rater may provide a 5 line narrative. A narrative statement (not bullet format) must be in Times New Roman 12 with one inch margins. **The narrative should state in the senior rater's opinion why the chief should remain in the Air Force.** These narrative statements should not be EPR bullets copied from the records as board members will be provided the records of each chief meeting the board. Narrative statements are valid with a digital or wet signature.



### ATTACHMENT 3

#### RETIREMENT APPLICATION PROCEDURES AND GENERAL GUIDANCE

All CMSgts applying for Retirement under Phase I or those selected under Phase II must complete the retirement application process via the vMPF on line voluntary retirement application process. The following guidelines provide assistance for submitting the application.

(1) **Voluntary Retirement (Phase I):** Verify your duty email address and phone number, click “I have verified my email and phone” click “Self-Service Actions”, click “Retirements”, click “Request Retirement”, click “Check Retirement Eligibility,” enter a date no later than **1 Jan 15** and submit. Refer to the Retirements PSD Guide for application procedures and instructions at [https://myPers.af.mil/app/answers/detail/a\\_id/8417](https://myPers.af.mil/app/answers/detail/a_id/8417).

- a. If the CMSgt has an ADSC then the AF will not require the applicant to provide a waiver request.
- b. If the CMSgt is eligible and has no ADSCs, then the CMSgt can apply for normal retirement using the on-line application indicated below.
- c. Retirement applications must be submitted using the on-line web-based application located on vMPF. After the eligibility request is submitted the applicant must wait for the eligibility response. After receiving response, the applicant will go back into vMPF, complete the pre-application checklist and then on the next page, the retirement application. On the retirement application in the justification/remarks block add the statement “**FY14 Continued Retention Program.**” The CMSgt must take into consideration terminal leave and permissive TDY (PTDY), if authorized, to ensure their retirement effective date is no later than **1 Jan 15**. Member must take all authorized PTDY/Terminal Leave prior to effective retirement/separation date. Extension to an approved retirement date **WILL NOT** be granted in order to accommodate terminal leave or PTDY.
- d. The AF will not require waivers for retirement applications submitted less than 120 days prior to the requested retirement date; however, applicants should be aware that normal processing time is 2 - 3 weeks, and allow sufficient time for approval before the desired departure date.
- e. All applicants must sign the Statement of Understanding at Attachment 4 and attach (upload) the statement to their on-line application.

(2) **Involuntary Retirement (Phase II):** Verify your duty email address and phone number, click “I have verified my email and phone” click “Self-Service Actions”, click “Retirements”, click “Request Retirement”, click “Check Retirement Eligibility,” enter a date no later than **1 Nov 14** and submit. Refer to the Retirements PSD Guide for application procedures and instructions at [https://myPers.af.mil/app/answers/detail/a\\_id/8417](https://myPers.af.mil/app/answers/detail/a_id/8417).

a. If the CMSgt has an ADSC the AF will not require the applicant to provide a waiver request. Retirement applications must be submitted using the on-line web-based application located on vMPF. After the eligibility request is submitted the applicant must wait for the eligibility response. After receiving response, the applicant will go back into vMPF, complete the pre-application checklist and then on the next page, the retirement application. On the retirement application in the justification/remarks block add the statement **“FY14 Continued Retention Program.”**

b. Applicants must take into consideration terminal leave and permissive TDY (PTDY), if authorized, to ensure their retirement effective date is no later than **1 Nov 14**. Member must take all authorized PTDY/Terminal Leave prior to effective retirement/separation date. Extension to an approved retirement date **WILL NOT** be granted in order to accommodate terminal leave or PTDY.

c. The AF will not require waivers for retirement applications submitted less than 120 days prior to the requested retirement date; however, applicants should be aware that normal processing time is 2 - 3 weeks, and allow sufficient time for approval before the desired departure date.

#### **Commander:**

For voluntary retirement applications, commanders may make a recommendation in the commander's justification portion of the web based on-line application. Commanders must advise in the comment portion of the on-line application of any condition which exists that renders the applicant ineligible, i.e., Airmen is pending involuntary discharge, or conditions in which approval of the requested retirement/separation date would not be in the best interest of the Air Force, e.g., Airmen was selected for deployment, etc.

No commander, supervisor, agency, unit, or organization is authorized to delay, divert or disapprove applications under this program.

#### **Requests to Withdraw or Change Retirement/Separation Date:**

Withdraw/extend/accelerate approved dates. Requests for acceleration, extension or withdrawal for “Best Interest of the Air Force” for permissive TDY and terminal leave, or last- minute job availability will not be favorably considered for the duration of this program. However, if retirement on the scheduled date will cause severe hardship for the CMSgt or the immediate family, CMSgts may request to accelerate or withdraw the approved retirement date. The CMSgt must document in detail and provide evidence concerning the exact nature of the hardship and the reason(s) must be not common to other AF members and the hardship did not exist at the time application was submitted.

#### **Application Status/Contacting AF/DPE:**

The approval/disapproval authority will notify applicants and FSSs/MPSs of all decisions via system update and the on-line web-based application process. To provide technicians an opportunity to focus on expeditiously processing applications, request FSSs/MPSs and applicants refrain from inquiring on status of an application for a minimum of 2-3 weeks following submission. If the FSS/MPS or applicant has not received notification of

approval/disapproval within 3 weeks of submission, they may request status by email to the AF/DPE workflow at [usaf.pentagon.af-a1.mbx.af-dpe-workflow@mail.mil](mailto:usaf.pentagon.af-a1.mbx.af-dpe-workflow@mail.mil). Additionally, CMSgts may view the status of their retirement or separation application through “My Stuff” on the vMPF.

## **ATTACHMENT 4**

### **STATEMENT OF UNDERSTANDING FOR VOLUNTARY RETIREMENT**

This statement of understanding only applies to CMSgts that apply for voluntary retirement in accordance with Phase I of this program.

- (1) This request is submitted under the FY14 Voluntary Force Management Program.
- (2) I understand application under a Force Management Program contained within this PSDM does not guarantee approval. Although a certain Active Duty Service Commitment (ADSC) may be fully or partially waived, there is no guarantee it will be waived. Approval/disapproval determination will be based on the best interests of the Air Force.
- (3) I will not make any irrevocable commitments assuming approval of this request. This includes, but is not limited to, acceptance of civilian employment, new home purchase, or financial commitments in anticipation of an approved date of retirement/separation, etc. I understand that any part of the program, or eligibility criteria, may close/change at any time with little or no notice.
- (4) I understand I may not submit a request to extend my DOS or submit a request to withdraw my retirement application unless a bona fide hardship reason arises. Which in this case, I may request an extension/withdrawal by providing documentation and evidence to support my hardship request. If submitted, I understand my request may be disapproved.
- (5) I understand if I previously transferred Post-9/11 GI Bill benefits to eligible dependents and I leave the Air Force under this voluntary program without completing the associated Active Duty Service Commitment I may forfeit the transferred benefit, and any benefits that my dependents used may be treated as an overpayment subject to recoupment by the Department of Veterans Affairs (DVA). I understand I must contact the DVA at 1-888-GIBILL1 (1-888-442-4551) with questions regarding my Post-9/11 GI Bill Transferability.
- (6) I understand that I must complete mandatory Transition Assistance Program (TAP) requirements with the Airman & Family Readiness Center (A&FRC) prior to separation. I will contact the A&FRC immediately to begin participation in TAP.
- (7) I understand completion of this form does not guarantee approval.

(8) I understand that my application can take a minimum of 2 – 3 weeks for approval/disapproval. I will not request a status of my application prior to the minimum of 2-3 weeks following submission. If I have not received notification of approval/disapproval within 2-3 weeks I may request a status by email to the applicable address or may view the status of my application through “My Stuff” on the vMPF.

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Name/Grade

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Signature

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Date

## **ATTACHMENT 5**

### **CHIEF MASTER SERGEANT FORCE MANAGEMENT TIMELINE**

**Phase I, Voluntary Retirement (ADSC waivers):** Immediately – 14 Mar 2014

**Phase I, Applications approved by:** 4 Apr 2014

**Phase I, Voluntary Retirement date must be NLT:** 1 Jan 2015

**Phase II, Email sent direct to CMSgts & Senior Rater:** 18 Apr 2014

**Phase II, Senior Rater Narratives due:** 16 May 2014

**Phase II, CMSgt Retention Board dates:** 10 – 13 Jun 2014

**Phase II, Involuntary Retirement Selection Announcement:** 25 Jun 2014

**Phase II, Involuntary Retirement HYT/DOS/ETS adjusted to:** 31 Oct 2014

**Phase II, Involuntary Retirement date must be NLT:** 1 Nov 2014

**ATTACHMENT 6**  
**FY 14 TARGETED AFSCs FOR CHIEF MASTER**  
**SERGEANTS LOSSES**

The total number of "overage" and "eligible" will be posted on the AFPC website and is subject to change as requirements are finalized and voluntary programs losses are accounted for. "Estimated Overages" may increase or decrease once the requirements are finalized by the MAJCOMs. However, no new AFSC groups will be added to the below listing of eligibility for the Chief Retention Board.

<b>CAFSC Skill</b>
<b>1A100</b>
<b>1A300</b>
<b>1A400</b>
<b>1A800</b>
<b>1A900</b>
<b>1C000</b>
<b>1C300</b>
<b>1C600</b>
<b>1N000</b>
<b>1P000</b>
<b>1S000</b>
<b>1W000</b>
<b>2A300</b>
<b>2A500</b>
<b>2A600</b>
<b>2G000</b>
<b>2M000</b>
<b>2P000</b>
<b>2R000</b>
<b>2S000</b>
<b>2T000</b>
<b>2T100</b>

<b>CAFSC Skill (Cont.)</b>
<b>2T300</b>
<b>2W100</b>
<b>3D000</b>
<b>3D100</b>
<b>3E000</b>
<b>3E900</b>
<b>3N000</b>
<b>3P000</b>
<b>3S000</b>
<b>4A100</b>
<b>4A200</b>
<b>4E000</b>
<b>2A5 4M000</b>
<b>4N000</b>
<b>4P000</b>
<b>4T000</b>
<b>4Y000</b>
<b>5J000</b>
<b>6C000</b>
<b>6F000</b>
<b>7S000</b>
<b>8F000</b>
<b>9S100</b>

**Notes:**

- 1.) CMSgts with Quality Force Indicators and/or EPRs rating less than an overall 5" regardless of AFSC, are encouraged to apply during Phase I.
- 2.) Based on AF needs, Air Force Specialty Codes (AFSCs) may be removed from target list with no notice.
- 3.) For CMSgts in an AFSC that is not listed who would like to apply for an ADSC waiver; contact AF/DPE for consideration.